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Laboratory user guide

2012/13

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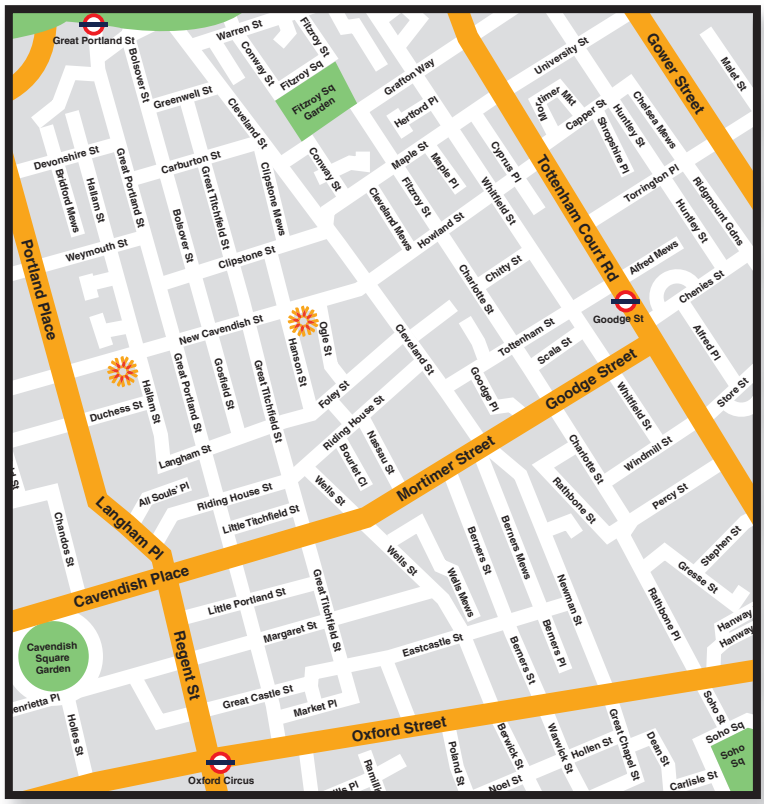

Office

Evelyn House
2nd Floor
142-144 New Cavendish Street
London
W1W 6YF

Laboratory

100A New Cavendish Street
London
W1W 6NR

Opening Hours (Office)

Monday to Friday: 0830 - 1730
Saturday: Closed

Opening Hours (Laboratory)

Monday to Friday: 0800 - 1800
Saturday: 0900 - 1200

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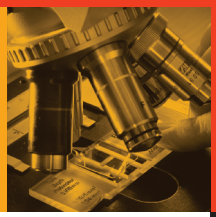

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welcome message

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We are pleased to provide you with the Unilabs-IHS Laboratory Guide 2012/13. Cellular Pathology (histopathology and cytopathology) is an interesting and diverse branch of laboratory medicine with a wide range of diagnostic tests and procedures. We have taken onboard feedback from our clients and users to provide more information on the handling of specimens, the portfolio of services available and, of course, how we charge for those services.

Here at Unilabs-IHS we understand the importance of making the right choice of provider for histopathology and cytopathology services, particularly in the cancer pathway. We pride ourselves on providing a high-quality diagnostic service led by teams of specialist consultant pathologists. Our turnaround times are unrivalled and as a CPA accredited laboratory we have a strong track-record in quality and clinical governance.

Thank you for your interest in Unilabs-IHS, we hope that this Laboratory Guide meets your requirements.

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introduction to Unilabs-IHS

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Unilabs-IHS is a major provider of diagnostic cellular pathology services to both the independent sector and the NHS. Holding full unconditional CPA Accreditation (reference number 2380), Unilabs-IHS offers a comprehensive range of investigations including histopathology and cytopathology, immunohistochemistry and molecular diagnostics.

In 2002 the company was acquired by the Swedish company Capio Diagnostics, part of Capio Healthcare (now Ramsay Healthcare).

In 2007 Capio Diagnostics merged with Unilabs Ltd, a pan-European company specialising in pathology and radiology covering 11 countries which include Denmark, Finland, Spain, France, Italy, Norway, Sweden, Portugal, Russia, Switzerland and UK.

Our service is led by a team of highly experienced consultant pathologists, with many years of experience serving both the NHS and independent sectors. Most of our consultants hold substantive appointments in teaching hospitals in Central London. Due to these close links with academic institutions we have ready access to specialty areas, including more esoteric fields including neuropathology, ophthalmic and bone pathology.

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Key elements of the Unilabs-IHS service

- High quality service led by experienced pathologists
- High calibre technical, clerical and customer service teams
- Full range of diagnostic cellular pathology services
- Wet specimens, tissue blocks or prepared slides accepted
- Pathologists available for advice and discussion of cases
- Responsive and bespoke service focussed on clients' requirements
- Rapid turnaround times
- Access to online results 24/7 through our secure Unilabs-IHS web link

Working with Unilabs-IHS

Unilabs-IHS has an excellent track-record of delivering cellular pathology services to the health sector. It has a portfolio of major clients spanning GPs, NHS Trusts, private acute hospitals and corporate organisations.

Unilabs-IHS is the 'preferred histology provider' to some of the UK's largest private hospital groups and has around 65% market share of private cellular pathology in Central London. We owe our success to providing a consistently high-quality diagnostic service to users underpinned by responsive customer care and account management.

Our Experience

NHS CONTRACTS AND BACK LOG SUPPORT

Unilabs-IHS has supported a number of NHS Trusts in providing short and long-term cover in histopathology and cytopathology. Our flexible approach has helped NHS departments to tackle critical back logs as well as day-to-day operations when challenged by staff shortages of both biomedical scientists and consultant pathologists.

All of our consultant pathologists hold substantive posts in NHS teaching hospitals and therefore at Unilabs-IHS we are acutely aware of the financial and operational challenges currently faced by the NHS. We offer a high-quality, CPA accredited, cellular pathology service at affordable, transparent rates with no hidden costs.

DUTY OF CARE REVIEWS

In addition to clinical diagnostics Unilabs-IHS provides expert medical review services to the NHS and private sectors. With a diverse team of experienced medical experts, Unilabs-IHS has the in-house capability to provide world-class duty of care reviews and second opinions. In some subspecialty areas our pathologists belong to a limited worldwide network that has experience and expertise to review complex cases.

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our pathologists

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Dr Andrew Gallimore BSc, MRCP, FRCPath is a co-founder of Unilabs-IHS and is our Clinical Director of Histology. He holds a part-time post as Consultant Histopathologist at University College London Hospitals (UCLH), where he is lead pathologist for head and neck services in addition to his duties at IHS.

As well as head and neck pathology, Andrew has a special interest in uropathology and has been the pathologist for The Royal National Throat, Nose and Ear Hospital in London since 1992.
GMC Registration Number - 2841122

Dr Glen Dixon MB, ChB, FRCPath is Medical Director of Cytopathology at Unilabs-IHS and was previously the Clinical Lead for Head & Neck and Breast Cytology at Imperial College Healthcare NHS Trust. In 2002 he underwent a period of specialist training in FNA cytology at the Karolinska Institute in Stockholm, Sweden. He provides a consultant opinion on the entire range of gynaecological and non-gynaecological cytology cases, provides on-site cytology reporting for 'one-stop' clinics including EBUS-FNA, EBUS-TBNA and EUS-FNA procedures. Glen has many years experience reporting histopathology cases from the cervix and breast. He has been an invited speaker at the British Society of Clinical Cytology and has recently contributed a chapter to a book on thyroid disease.
GMC Registration Number - 3253227

Dr Nick Francis MBBS, FRCPath was appointed Senior Lecturer in Histopathology at Charing Cross and Westminster Hospital Medical School in 1988 and became Chief of Service for Histopathology and Cytopathology at Hammersmith Hospitals NHS Trust in 2000. His responsibilities include the management of cellular pathology services across the Hammersmith and Charing Cross hospital sites. His special interest areas include the pathology of HIV, gastrointestinal pathology and dermatopathology. He is the author of numerous research papers and is frequently invited to speak at national and international meetings.
GMC Registration Number - 2495033

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Professor Marco Novelli MB, ChB, PhD, MRCPath holds a personal Chair as Professor of gastroenterological pathology at University College London and is lead pathologist for the gastroenterology service at University College London Hospitals (UCLH). He completed a PhD thesis on the genetics and biology of colorectal cancer at the Imperial Cancer Research Fund (RPMS, University of London). He successfully combines his gastrointestinal pathology (including pancreatobiliary and liver pathology) and research interests with his routine histopathology commitments at Unilabs-IHS and UCLH.
GMC Registration Number - 2139724

Sessional pathologists

Dr Manuel Rodriguez-Justo MB, ChB (LMS), MSc, FRCPath is a Consultant Histopathologist at University College London Hospitals (UCLH) experienced in all areas of histopathology. He is part of the team responsible for gastrointestinal pathology at UCLH.
GMC Registration Number - 6036245

Professor Roger Feakins MB, BCh, BAO, FRCPI, FRCPath is Consultant Histopathologist at the Royal London Hospital. He practises in all areas of histopathology and is lead pathologist for gastrointestinal pathology at the Royal London Hospital.
GMC Registration Number - 3575318

Dr Martin Young BSc, MRCOG, FRCPath spent most of his training as lecturer in histopathology at University College London. He was appointed Consultant at St George's Hospital, London and is currently lead pathologist for gynaecology and cytology at the Royal Free Hospital.
GMC Registration Number - 2654975

Dr Ashish Chandra FRCPath, Dip RCPath is a Consultant Histo / Cytopathologist at Guy's & St. Thomas' NHS Foundation Trust. His interests are urological histopathology and cytopathology including FNA, exfoliative and liquid-based cervical cytology.
GMC Registration Number - 4357627

Dr Alison Winstanley MBBS, BSc, MRCPath is a Consultant Histopathologist at University College London Hospitals (UCLH). She is a general pathologist with a special interest in gastrointestinal, hepatobiliary and pancreatic pathology. Dr Winstanley is lead hepatopathologist at UCLH and participates in national EQA schemes for general, liver and gastrointestinal.
GMC Registration Number - 4544087

Dr Rupali Arora MBBS, MD, FRCPath is a full time Consultant Histopathologist at University College London Hospitals (UCLH) and a member of the Unilabs-IHS diagnostic gynaecology and uropathology team. Her special interest is in oncology.
GMC Registration Number - 6045747

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Dr Safa Al-Sarraj MB, ChB, MSc, MRCPath, FRCPath is Head of the Department of Clinical Neuropathology at King's College Hospital NHS Foundation Trust, director of the Brain Bank and co-director of Brain for Dementia Research. He has established a comprehensive neuropathology service incorporating brain biopsies and tumours, CSF analysis, muscle and nerve biopsy in addition to full examination of autopsy brains including those for medico-legal purposes.

Dr Al-Sarraj is one of the national experts on forensic neuropathology with special interest in head injury.
GMC Registration Number - 3633885

Dr Roberto Dina MD, FIAC, FRCPath qualified as Histopathologist at the University of Bologna in 1983 where he was Lead Cytopathologist and Honorary Professor until 1999. In 2000 he was appointed Consultant and Honorary Senior Lecturer at Hammersmith Hospital where he is lead pathologist for gynaecological oncology and cytopathology. His main research interests are in gynaecological cancer and e-learning. He is also lead pathologist for thyroid cancer.
GMC Registration Number - 4666062

Dr Emma McLean MB, BCh, FRCPath is a Consultant Histo / Cytopathologist at Guy's & St. Thomas' NHS Foundation Trust. Her interests are respiratory histopathology and all aspects of cytopathology, particularly EBUS-FNAs.
GMC Registration Number - 4532734

Dr Paul Cane FRCPath is a Consultant Histopathologist at Guy's & St. Thomas' NHS Foundation Trust where he is part of the thoracic and breast specialist reporting teams. He is currently the lead consultant for thoracic pathology and has a special interest in thoracic and breast oncology.
GMC Registration Number - 4319841

Dr James Carton MA, MB, BChir, FRCPath is a Consultant Histopathologist at Imperial College Healthcare NHS Trust and his areas of interest are skin, urology and breast pathology.
GMC Registration Number - 6040057

Dr Valerie A Thomas MBBS, PhD, FRCPath trained in pathology at the Royal Free Hospital after qualifying MBBS from St George's University of London. During her training she undertook an intercalated BSc and PhD in Developmental Biology. She became a consultant at St George's NHS Healthcare Trust in 1992 and has been lead breast pathologist and lead cytopathologist with responsibility for the local Cervical Screening Programme since 1994. The department established subspecialty reporting in 1998 with a small group of pathologists undertaking all breast and cytology work.

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Dr Thomas is an active participant in all aspects of the National Training School for the Breast Screening Programme (St George's Hospital) and has been an invited lecturer to many national and local courses on aspects of breast and cervical histopathology and cytopathology.
GMC registration Number - 3120835

Dr Mihir Gudi MBBS, FRCPath, DiCP, RCPath, DMS is a Consultant Histo / Cytopathologist at Imperial College Health Care NHS Trust. After completing his medical education in Mumbai, India, he trained in pathology at Hammersmith Hospitals NHS Trust. In 2006 Dr Gudi became a consultant and developed his specialist interests in breast pathology. He has a diploma in cytopathology from the Royal College of Pathologists and participates in national EQA schemes for breast pathology and cervical cytology.
GMC Registration Number - 5204601

Dr Nuzhat Akbar MBBS, MPhil, MSc Cytopathology, FRCPath was appointed as a Consultant Histo / Cytopatholgist at King's College Hospital in March 2000. She is lead breast pathologist, lead of cytology and is also the hospital-based programme co-ordinator for cervical screening at King's College Hospital.
GMC Registration Number - 4451088

Dr Ashish Narula MBBS, MD, FRCPath works as Consultant Histopathologist in East & North Hertfordshire NHS Trust. He is part of their uropathology, breast and gynaepathology team with interest in non-gynae cytopathology. He has also worked as Honorary Consultant Histopathologist at University College London Hospitals (UCLH) and Northwick Park Hospital as a part of the uropathology and cytopathology teams.
GMC Registration Number - 5196938

Dr Mufaddal T. Moonim MD, FRCPath is a Consultant Histopathologist at Guy's and St Thomas' Hospitals where he is subspecialty lead for haematopathology and non-gynaecologic cytology. He has a specialist interest in haematopathology (lymphoma and leukemia diagnosis, flow cytometry and molecular diagnostics), endocrine pathology (thyroid, parathyroid and adrenal), general and osteo-articular pathology (lumps & bumps, bone, joints and soft tissue) and non-gynaecologic cytology. He has extensive expertise in Fine Needle Aspiration (FNA) and is available to perform FNA on palpable lumps. He also provides rapid onsite assessment at One Stop Breast & Head & Neck FNA clinics and for EUS and EBUS services.
GMC registration no: 6087693

Dr Ezra Nigar MSc, FRCPath, DipRCPath (dermatopathology) has been a Consultant Histopathologist at Northwick Park Hospital since 2001. She is lead pathologist for dermatopathology and has a special interest in head and neck, breast and gastrointestinal pathology.
GMC Registration Number - 4605533

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Professor Cyril Fisher MA, MD, DSc, FRCPath, Hon MRCR is an internationally renowned surgical pathologist who specialises in the diagnosis of soft tissue tumours. He is Consultant Histopathologist and Professor of Tumour Pathology at the Royal Marsden Hospital and the Institute of Cancer Research, London. At the Royal Marsden, he is lead pathologist for soft tissue and head and neck pathology. Prof Fisher has an extensive second opinion practice in soft tissue tumour pathology, and publishes widely in this field, having authored or co-authored over 500 scientific publications and two comprehensive textbooks.

GMC Registration Number - 1444074

Dr Alan Ramsay BSc, MB.BS, DM, FRCPath is a Consultant Histopathologist at University College London Hospitals (UCLH) who works as a full-time specialist in haematopathology. Dr Ramsay is the Clinical Lead for Cellular Pathology at UCLH and is Haematopathology Lead for UCLH, the Royal Free Hospital and the North Central London Cancer Network. He has been a Consultant in the NHS for over 25 years, and has been past Secretary and President of the British Lymphoma Pathology Group and haematopathology adviser to the Royal College of Pathologists. Dr Ramsay is on the Council of the Pathological Society of Great Britain and Ireland and represents the society on Royal College of Pathologists Specialist Advisory Committee on Cellular Pathology. He has published extensively in the field of lymphoma pathology, and has co-authored a number of national guidelines and datasets on haematological malignancies.

GMC Registration Number - 2492803

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subspecialties

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BREAST PATHOLOGY

Dr Glen Dixon - Imperial College NHS Trust (until 2009)
Dr Valerie Thomas - St George's Healthcare NHS Trust
Dr Mihir Gudi - Imperial College NHS Trust
Dr Nuzhat Akbar - King's College Hospital NHS Foundation Trust
Dr James Carton - Imperial College NHS Trust
Dr Paul Cane - Guy's & St Thomas' NHS Foundation Trust

DERMATOPATHOLOGY

Dr Nick Francis - Imperial College NHS Trust
Dr Andrew Gallimore - University College Hospital London NHS Foundation Trust
Dr James Carton - Imperial College NHS Trust

GYNAECOLOGY

Dr Glen Dixon - Imperial College NHS Trust (until 2009)
Dr Martin Young - Royal Free London NHS Foundation Trust
Dr Rupali Arora - University College Hospital London NHS Foundation Trust
Dr Ashish Chandra - Guy's & St Thomas' NHS Foundation Trust
Dr Roberto Dina - Imperial College NHS Trust
Dr Mihir Gudi - Imperial College NHS Trust

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GASTROINTESTINAL PATHOLOGY

Prof. Marco Novelli - University College Hospital London NHS Foundation Trust
Prof. Roger Feakins - Royal Free London NHS Foundation Trust
Dr Manuel Rodriguez-Justo - University College Hospital London NHS Foundation Trust
Dr Alison Winstanley - University College Hospital London NHS Foundation Trust

UROLOGY

Dr Glen Dixon - Imperial College NHS Trust (until 2009)
Dr Andrew Gallimore - University College Hospital London NHS Foundation Trust
Dr James Carton - Imperial College NHS Trust
Dr Ashish Chandra - Guy's & St Thomas' NHS Foundation Trust
Dr Ashish Narula - Ealing Hospital NHS Trust

HEAD AND NECK PATHOLOGY / ENT / THYROID

Dr Andrew Gallimore - University College Hospital London NHS Foundation Trust
Dr Glen Dixon - Imperial College NHS Trust (until 2009)
Dr Roberto Dina - Imperial College NHS Trust
Dr Mufaddal Moonim - Guy's & St Thomas' NHS Foundation Trust
Dr Ezra Nigar - The North West London Hospitals NHS Trust

CARDIO-THORACIC

Dr Glen Dixon - Imperial College NHS Trust (until 2009)
Dr Paul Cane - Guy's & St Thomas' NHS Foundation Trust
Dr Emma McLean - Guy's & St Thomas' NHS Foundation Trust
Dr Ashish Chandra - Guy's & St Thomas' NHS Foundation Trust

BRAIN AND MUSCLE BIOPSIES

Dr Safa Al-Sarraj - King's College Hospital NHS Foundation Trust

HAEMATOPATHOLOGY / LYMPHOMA

Dr Alan Ramsay - University College Hospital London NHS Foundation Trust
Dr Mufaddal Moonim - Guy's & St Thomas' NHS Foundation Trust
Dr Glen Dixon - Imperial College NHS Trust (until 2009)

TUMOUR PATHOLOGY, SOFT TISSUES

Prof. Cyril Fisher - The Royal Marsden NHS Foundation Trust

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Unilabs-IHS team & customer services

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Unilabs-IHS TEAM

Managing Director:	Mr Andrew Lunt
Financial Director:	Mr Andrew Coutts
IT Director:	Mr Jason Biggs
Commercial Director:	Dr Marisa Logan-Ward
Operations Manager:	Mr Neil Barrett
IT Systems & LIS Manager:	Mr David Ferris
Sales & Marketing Manager:	Mrs Verity Donovan
Sales & Marketing Manager:	Miss Carolyn Wood
Business Development Manager:	Mrs Claire Pridige
Histology Laboratory Manager:	Mr Mike Donovan
Cytology Laboratory Manager:	Mrs Diana Davies
Office Manager:	Ms Rochelle Roberts

Customer Services

(for arranging couriers, stock, invoicing and general enquiries)

Tel: **+44(0)20 7299 4490**
Fax: **+44(0)20 7299 4491**
Email: **IHSEnquiries@unilabs.com**
Web: **www.unilabs-ihs.co.uk**
Follow us on Twitter **@Histopath_IHS** twitter

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the process

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1. Secure Specimen Collection

We collect specimens at a time and location of your choice. Our dedicated team of medical couriers are ISO9001 accredited and our secure transportation service complies fully with UN3373 regulations.

2. Tracked Delivery

Subject to a full audit trail, specimens are delivered to the CPA accredited IHS laboratory in Central London. Cases are checked, barcode numbered and immediately logged onto our laboratory information system.

3. Processing

Specimens are described macroscopically and tissue samples selected during surgical cut-up carried out by a consultant pathologist or competent Biomedical scientist (BMS). The aim of processing is to remove water from tissue and replace with a medium (paraffin wax) that solidifies to allow thin sections to be cut.

4. Embedding, Cutting and Staining

Once tissues are embedded into hardened wax blocks, thin sections are able to be cut using a 'microtome'. The slides are routinely stained with H&E (haematoxylin and eosin) and cover-slipped. Increasingly, immunohistochemistry (IHC) stains are also used to demonstrate the presence of specific antigens in tissue sections to aid diagnosis. Mutational analysis may also be used to support diagnosis and treatment.

5. The Pathologist's Report

The resultant slides, together with the request forms are issued to the pathologist in the relevant subspecialty for rapid diagnosis. Digital pathology images are available on request.

6. Access to Reports

Unilabs-IHS results reporting is flexible to your needs. Reports can be faxed to a secure line or posted to your chosen location. Alternatively they can be viewed online using our secure Unilabs-IHS web link.

7. "Doctors for Doctors"

We understand the important relationship between surgeon and pathologist. Our pathologists will be happy to discuss any aspect of your case with you directly. A clinical consultant pathologist is available 7 days a week. Out-of-hours please call **+44(0)20 7299 4490** where an automated response will give you a telephone number for the on-duty pathologist.

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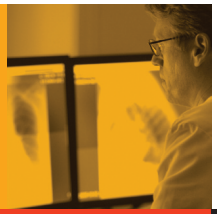
online pathology



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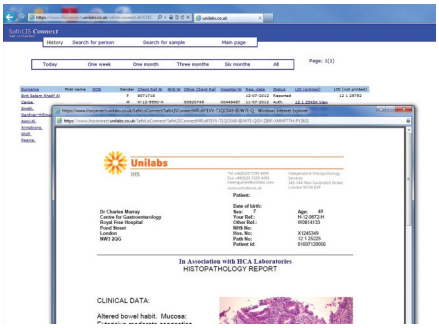
SafirLIS Connect is a 24/7 web-access based portal designed to allow clients to securely view their patients' results (including images) online from a computer that has internet access. This allows for faster response times and convenient worldwide access to reports and images. All your reports are protected by personal password and privileged access, making it a highly secure system. There is a facility to print, digitally store or archive the resulting viewable PDF files.

By contacting Unilabs-IHS and requesting access, the client is issued a username and password by a Unilabs-IHS Information Systems Administrator.

The system requirements for accessing SafirLIS Connect include an internet browser (Internet Explorer, Apple Safari, Mozilla Firefox, Google Chrome etc) and Adobe Reader.

For further information on Unilabs-IHS SafirLIS Connect contact reception on +44(0)20 7299 4490.



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digital imaging

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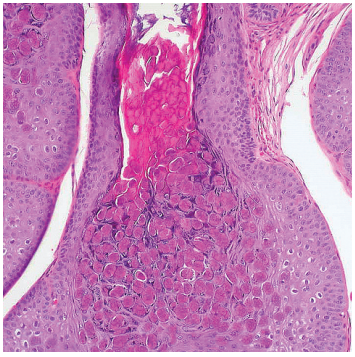
Visual presentation of pathology findings results in clear, accurate and objective reporting and is fast becoming standard clinical practice. At the same time, diagnostic imaging is going through a digital revolution. Images are now readily accessible, and reporting is improving dramatically. Unilabs-IHS provides reports with embedded pathology images.

Using digital imaging means that written reports can be visually supported. The extent of disease is also clearly illustrated, as are involved or clear margins. A visual archive allows for the easy tracking of the progress of disease, and consultants using digital imaging find visual aids invaluable in explaining diagnosis and treatment to patients. Subject to appropriate consent, visual material can also be archived for teaching and research purposes.

Molluscum contagiosum



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specimen transportation

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Specimen Packaging

Most cellular pathology specimens are generally classified 'Biological Substance, Category B' and should be handled and packaged in accordance with UN3373 regulations. Any sample which is to be transported to Unilabs-IHS for diagnostic purposes must adhere to the following instructions for packaging.

1. PRIMARY PACKAGING

A specimen container or 'specimen pot' should be of relevant size to the specimen and contain the appropriate fixative. Ensure that the lid is securely tightened to avoid leakage during transportation.

2. SECONDARY PACKAGING

A polythene bag provides the secondary packaging layer into which the specimen container is placed. There should be absorbent tissue paper within this bag to soak up any leakage should this occur. This bag will need to be sealed and the corresponding request form placed into the outer side pocket of the bag.

3. OUTER PACKAGING

This should be a hard outer packaging. For same day collections in London, Unilabs-IHS couriers provide these containers. For specimens being sent using the overnight courier or postal service appropriate UN3373-compliant transport containers can be provided by Unilabs-IHS on request.

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Specimen Transportation

COURIERS

Unilabs-IHS employs full-time couriers who are fully trained in handling UN3373 diagnostic specimens. The 'local' foot couriers visit consultant practices and hospitals within a one mile radius of the laboratory on request daily to collect specimens and replenish stock supplies. Our drivers collect specimens within central London and Greater London.

SAME DAY AND OVERNIGHT COURIERS

For clients throughout the UK, we subcontract to a reputable medical courier company. The couriers are fully trained in transportation of Category B UN3373 diagnostic specimens, carry medical transport containers and are supplied with emergency spill kits. Our courier suppliers are certified with QMS (Quality Management Systems) ISO14001 and UKAS Quality Management ISO9001:2008.

POSTAL PACKS

For clients outside of London who need to refer small histology specimens or ThinPrep™ vials, we have recently sourced robust postal packs which are UN3373 approved. The pre-paid packs are very easy to use and include specimen containers and packaging material. Request forms are available on request.

Specimens known to be infected with high-risk organisms should be appropriately labelled and placed into a biohazard bag. Leaking specimens may neither be collected nor accepted into the laboratory.

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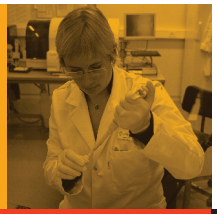
sample collection and handling



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All histopathology and cytopathology specimens need to be submitted with a request form.

Request Forms

In order to comply with CPA Standards E2.1, E2.2 the following information is required on all request forms:

- surname
- forename
- hospital number
- date of birth
- date and time of specimen collection
- name of consultant
- location to which results are to be sent
- origin / type of specimen
- clinical details / investigation requested

The patient details should be clear on the specimen container. It is essential to complete the forms as accurately and legibly as possible. Poorly written or illegible forms are more likely to result in errors and delayed result reporting.

SAMPLES OR REQUEST FORMS RECEIVED UNLABELLED OR WITHOUT THE MINIMUM ESSENTIAL IDENTIFICATION CRITERIA MAY BE REFERRED BACK TO THE REQUESTING PRACTITIONER.

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It is important to provide all relevant clinical data and history to allow for accurate reporting and advice of patient management. Any slides or samples should be labelled with full name and date of birth.

For results which are needed as a matter of urgency, it is important to note this on the request form as well as contacting Unilabs-IHS medical secretaries. Ensure that the appropriate contact details for the requesting clinician are recorded on the request form so that they may be contacted once the results are ready.

Histology Specimen

Immediately after removal, the patient's tissue sample should be placed inside an appropriately sized histology container (containing 10% Neutral Buffered Formalin) to avoid damage to the specimen. Ensure the lid has been securely tightened to avoid spillage during transportation.

It is not necessary to refrigerate the specimen if it is in formalin.

Ensure the appropriate sized container is used and that the specimen is fully immersed in formalin. Bouins solution can be provided for testicular biopsies and Michels medium for skin specimens requiring immunofluorescence on request. Gross specimens, from reported cases, will be discarded after five weeks according to current guidelines. However; some additional tests may be possible on material subsequently retained indefinitely.

Specimen Containers Supplied to Unilabs-IHS clients

HISTOLOGY POTS

- Extra Small Pots - 20 ml with 10% formalin (tray of 25)
- Small Pots - 60 ml with 10% formalin (tray of 25)
- Medium Pots - 125 ml with 10% formalin
- Large Pots - 250 ml with 10% formalin

HISTOLOGY BUCKETS

- Small Bucket - 500 ml with 10% formalin
- Medium Bucket - 1000 ml with 10% formalin
- Large Bucket - 2500 ml with 10% formalin
- Extra Large Bucket - 5000 ml with 10% formalin

CYTOLOGY POTS

- Hologic ThinPrep™ pots + brushes (tray of 25)

Frozen Sections

Unilabs-IHS provides a comprehensive technical and clinical service for frozen section. Booking must be made at least 24 hours (1 working day) in advance.

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Results Reporting

It is our aim to report specimens within 48 hours (2 working days) of receipt in the laboratory. However on occasion, extra fixation, decalcification procedures or further investigations may prolong this time.

Immunohistochemistry

Immunohistochemistry is a reflex test, which follows a preliminary diagnosis. Most often it is employed to identify proteins within tumour cells which enables precise diagnosis of tumour type, e.g. melanoma or specific lymphomas. It may also be used to identify the presence of particular micro-organisms, such as HPV and other viruses. Immunohistochemistry is also used to identify the potential effectiveness of targeted chemotherapy.

Gynaecological Specimens

Turnaround times are typically 1-2 working days however urgent samples can be reported within 12 hours on request. Unilabs-IHS examine Hologic ThinPrep™ and *SurePath™ samples. Hologic ThinPrep™ samples should be tested within three weeks (21 days) upon taking the specimen. Additional test requests on these specimens are only viable within this period. According to current guidelines, the samples are discarded after 21 days.

*available by prior arrangement

Body Cavity Fluids (i.e. aspirates, sputum etc.)

Turnaround times are typically 1-2 working days hours (same-day services can be provided by prior arrangement). The specimens are discarded after one week according to current guidelines.

Specimen containers without fixative or anticoagulant should be used. The specimen should reach the laboratory the same day as being taken, but if there is any unavoidable delay, overnight refrigeration at 4°C, (with the exception of sputums), is essential. Immunocytochemistry is offered whenever necessary.

Urines

When taking a urine sample, a minimum of 50 ml volume is required though the entire sample would be preferable. Ideally this will not be the first voided sample of the day. If there is a delay in the specimen reaching the laboratory, the sample may be refrigerated at 4°C. For information on the uCyt+ test, contact the Cytology Department.

Cerebrospinal Fluid

Turnaround time is typically 1-2 working days (same day service available by prior arrangement). Specimens should reach the department within two hours of the aspiration. Ensure Unilabs-IHS have been advised that the specimen has been sent.

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Urgent Samples

Any result which is of an urgent nature can be prioritised within the laboratory on arrangement. Ensure to provide the clinician's contact details.

PLEASE NOTE THAT SURPLUS SAMPLE MAY BE USED FOR EDUCATIONAL PURPOSES.

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quality assurance

Laboratory user guide

It is the policy of Unilabs-IHS to perform all its work to the highest possible level of quality and compliance with current Clinical Pathology Accreditation (CPA) standards and applicable regulatory requirements. Unilabs-IHS is one of the few independent diagnostic providers that are registered with the Care Quality Commission (CQC).

Unilabs-IHS provides high quality services to industry standard as measured against the independent healthcare industry and the National Health Service in England. We are fully CPA accredited (reference number 2380) and participate in all relevant EQA schemes.

Unilabs-IHS Biomedical scientists are registered with the HPC and all Medical Laboratory Assistants are supervised. Cytoscreeners are either HPC registered or have the certificate of competence. Consultant Pathologists are appropriately qualified (FRCPath) and are registered with the General Medical Council, Royal College of Pathologists, and other relevant professional bodies.

For more information on our quality commitment or quality management system please call the laboratory Operations Manager on +44(0)20 7299 4490.

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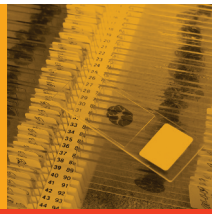
histology specimen categorisation



Laboratory user guide

Cellular pathology is quite unique to other areas of laboratory medicine in that it involves a high-level of manual technical workload. Furthermore the output is wholly qualitative rather than quantitative. Cellular pathology reports are subjective medical opinions, rather than measurements.

In the healthcare industry coding and pricing of cellular pathology can be subject to a number of factors outside the control of the histopathology provider. These factors include, but are not limited to:

- size of surgical margins excised by consultant users
- number of biopsies taken by consultant users
- reflex testing (e.g. special stains) requested by the consultant pathologist

Therefore, the quoted fee for a given surgical procedure may vary based on the number of specimens submitted, the location and size of the specimens and the additional studies needed for proper evaluation of the specimen.

At Unilabs-IHS we use the basic and transparent method of quantifying workload in terms of 'paraffin blocks' generated from a case. This is the most accurate way of reflecting case complexity in terms of categorisation and pricing.

STANDARD CODING PER BLOCK:

HIS1	1 Block
HIS2	2 Blocks
HIS3	3 Blocks
HIS4	4-8 Blocks
HIS5	9-15 Blocks

Note: If specimens are in excess of 15 blocks, multiple coding will be used (e.g. 30 blocks would be HIS5+HIS5)

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Histology - by procedure

Like most histology providers, the Unilabs-IHS coding / pricing structure is based on case complexity. However, we are sometimes asked to provide quotations based by specimen or surgical procedures. Although we cannot provide a definitive categorisation until the case has been received in the laboratory, the following information outlines indicative case complexity by procedure.

HISTOLOGY DESCRIPTION	HIS CODE
BREAST	
Core biopsy (1 specimen)	HIS1
Core biopsy (2 specimens)	HIS2
Core biopsy (3 specimens)	HIS3
Core biopsy (4 specimens)	HIS4
Microdochectomy	HIS4
Lumpectomy	HIS3
Wide Local Excision (WLE)	HIS5+
Mastectomy	HIS5+
Mastectomy + axillary clearance	HIS5+HIS3
CARDIAC - VASCULAR	
Temporal artery biopsy	HIS2
Heart valves	HIS2
Aorta	HIS3
Excision of cardiac tumour	HIS3
Cardiac biopsy	HIS2
Pericardium	HIS2
EAR, NOSE AND THROAT / LUNG BIOPSIES	
Tongue biopsy	HIS1
Palatal biopsy	HIS1
Lingual biopsy	HIS1
Nasopharyngeal biopsy	HIS1
Pharyngeal biopsy	HIS1
Hypopharyngeal biopsy	HIS1
Laryngeal biopsy	HIS1
Middle ear biopsy	HIS1
External canal biopsy	HIS1

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Bronchial biopsy	HIS2
Transbronchial biopsy	HIS2
Pleural biopsy	HIS2
Pleura decortication specimens	HIS5
Lung lesion small wedge resection	HIS3+
Lung tumour resection +/- nodes	HIS5+

EAR, NOSE AND THROAT RESECTIONS

Tonsil (1 specimen)	HIS1
Tonsils (2 specimens)	HIS2
Nasal polyps	HIS1
Uvulectomy	HIS2
Dental cyst	HIS1
Laryngeal nodule (unilateral)	HIS1
Laryngeal nodule (bilateral)	HIS2
Excision of submandibular gland	HIS3
Parotidectomy	HIS4
Partial thyroidectomy	HIS4
Glossectomy	HIS5+HIS2
Rhinectomy	HIS5+HIS2
Glossectomy + neck dissection	HIS5+HIS5
Maxillectomy	HIS5+HIS2
Pharyngectomy	HIS5+HIS5
Pharyngectomy + neck dissection	HIS5+HIS5
Laryngectomy	HIS5
Laryngectomy + neck dissection	HIS5+HIS5
Neck dissection	HIS5+HIS2
Neck dissection (bilateral)	HIS5+HIS5

ENDOCRINE - (usually resections)

Parathyroid	HIS5+
Thyroid (total)	HIS5+
Thyroid (lobe)	HIS3-HIS5
Adrenal	HIS5

EYES

Conjunctival biopsy	HIS1

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Cornea	HIS1
Orbit contents of eye	HIS1
Lacrimal gland biopsy / excision	HIS2
Globe	HIS4

GASTRO-INTESTINAL BIOPSIES

Oesophageal biopsy	HIS1
Gastric biopsy	HIS1
Ampullary biopsy	HIS1
Terminal ileal biopsy	HIS1
Duodenal biopsy	HIS1
Colonic biopsy	HIS1
Rectal biopsy	HIS1
Ileocolonic series	HIS1
Liver biopsy - tumour	HIS3+/- IMM
Liver biopsy - medical	HIS5
Pancreatic biopsy	HIS1
Bile duct biopsy	HIS1

GASTRO-INTESTINAL - RESECTIONS

SMALL

Gallbladder	HIS2
Endo mucosal resection (EMR / ESD)	HIS3
Polypectomy	HIS2
Appendix	HIS2
Meckel's diverticulum	HIS3
Haemorrhoidectomy	HIS2
Excision of perianal warts	HIS2
Anal fistula	HIS2
Pilonidal sinus	HIS2
Hernia sac	HIS2
Umbilical lesion	HIS2
Mesentery	HIS2

LARGE

Oesophagectomy	HIS5+HIS2
Sleeve gastrectomy	HIS4

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Gastric wedge resection	HIS5 +/- IMM
Gastrectomy	HIS5+HIS2
Whipple's procedure / pancreatectoduodenectomy	HIS5+HIS5
Distal pancreatectomy	HIS5
Biliary resection	HIS5
Wedge resection of liver	HIS4
Partial hepatectomy	HIS5
Small bowel resection - benign	HIS5
Small bowel resection - malignant	HIS5+IMM
Large bowel resection - benign	HIS5+HIS2
Large bowel resection - malignant	HIS5+HIS2
Ileoanal pouch resection	HIS5
Complex: GI cancer resection + uterus, tubes	HIS5+HIS5+IMM

GYNAECOLOGY

Cervical polyp	HIS1
Cervical biopsy	HIS2
Endocervical curettings	HIS1
Endometrial curettings	HIS1
Products of conception	HIS1
LLETZ and / or cone biopsy	HIS4
Ovarian biopsy	HIS2
Ovary and tube	HIS4
Fallopian tube	HIS2
Uterus	HIS4
Uterus, tubes and ovaries	HIS5+HIS2
Placenta	HIS5+HIS2
Vulval biopsy	HIS1
Peritoneal biopsy	HIS1

LYMPHORECTICULAR / HAEMATOPATHOLOGY

Lymph node	HIS2
Lymph node (metastatic disease)	HIS3+IMM
Lymph node (lymphoma)	HIS3+IMM
Bone marrow	HIS5
Spleen	HIS5
Thymus	HIS5

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NEUROPATHOLOGY

Brain biopsy	HIS2
Brain resection	HIS3-HIS4
Pituitary gland - resection	HIS3
Spinal tumour biopsy	HIS2
Spinal tumour resection	HIS3
Muscle biopsy	HIS5+HIS5+HIS5

ORTHOPAEDIC

Synovial biopsy	HIS2
Ganglion cyst	HIS1
Excision of dupuytren's contracture	HIS2
Bone curettings	HIS2
Bone biopsy	HIS5+OPIN
Joint resurfacing or redo prosthesis capsule	HIS3
Femoral head resection	HIS3
Neuroma	HIS1

SKIN AND SOFT TISSUE

Curetting	HIS2
Skin excision	HIS1
Excision of melanoma and tumour	HIS2
Pilonidal sinus	HIS1
Cyst excision	HIS1
Lipoma (dependent of size)	HIS1-HIS3
Punch biopsy (tumour)	HIS1
Punch biopsy (inflammatory)	HIS2
Alopecia biopsy	HIS3
Sentinel nodes in skin cancer (melanoma)	HIS5
MOHS excision (frozen section)	MOHS
Soft tissue tumour biopsy	HIS3+IMM
Soft tissue tumour resection	HIS3+IMM

UROLOGY

Vasectomy	HIS2
Penile biopsy	HIS2
Urethral biopsy	HIS1

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Bladder biopsy	HIS1
Testicular biopsy (unilateral)	HIS4
Testicular biopsy (bilateral)	HIS4+HIS4
Core biopsy	HIS1

UROLOGY RESECTIONS

Circumcision	HIS1
TURP (dependent on number of blocks)	HIS3-HIS5
TURBT (dependent on number of blocks)	HIS3-HIS5
Testis	HIS3
Kidney	HIS5
Radical cystectomy	HIS5+HIS2
Cystoprostatectomy	HIS5+HIS5
Prostatectomy	HIS5+HIS5

IMMUNOHISTOCHEMISTRY

Per antibody	1IMM
HER2 (breast)	HER2
HER2FISH (breast)	HER2FISH
Immunofluorescence	IMF
KRAS Gene mutation test	KRAS
KIT / PDGFRA Gene mutation test	KIT/PDGFRA
Expert-field opinion	OPIN

FROZEN SECTIONS

Small frozen section	FS
Large frozen section	FS1

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cytology specimen categorisation

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Cytopathology Services

We have a highly specialist team of consultant cytopathologists that provide an integrated screening and diagnostic cytopathology service to users across the UK.

Screening Cytopathology (gynae-cytology)

The introduction of Liquid Based Cytology (LBC) approximately ten years ago has made a significant change for cervical screening. Furthermore, the ongoing development and implementation of Human Papilloma Virus (HPV) testing continues to improve and extend capabilities within gynaecological diagnostics. Unilabs-IHS has a reputation for being an earlier adopter in this area.

The Gynaecological Service is headed up by Dr Glen Dixon - Medical Director of Cytopathology at Unilabs-IHS and previously consultant cytopathologist at Imperial College Healthcare NHS Trust. All of our Cytoscreeners hold the national certificate of competence in cervical screening and are fully accredited to examine liquid-based cytology samples.

Unilabs-IHS are working in association with Roche and its state-of-the-art cobas® 4800 platform to provide a range of Human Papilloma Virus (HPV) services to women in the UK and internationally.

Key features of this service include:

- 24 hour turnaround time (same-day reporting available)
- Web access to reports 24/7 via a secure link
- Cyto-Histo correlational analysis
- Processing of both *SurePath™ and ThinPrep™ samples
- Access to the only NHSCSP, CE IVD and FDA-approved test that provides simultaneous 3-in-1 testing

*available by prior arrangement

We offer an extensive range of services that can be flexed around your

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requirements including standard cervical screening (pap smears), HPV testing including sub-types and reflex testing on positive samples. Unilabs-IHS also offers a range of associated molecular studies to provide a comprehensive gynaecological diagnostics and sexual health service.

Cytopathology - by procedure

CYTOLOGY DESCRIPTION	CODE
GYNAECOLOGICAL CELLULAR PATHOLOGY	
ThinPrep™ Smear	GYN2
cobas® HPV on ThinPrep™ including FREE high risk subtypes 16 & 18 if positive	GYN3
HPV full subtyping	HPV20
HPV RNA on ThinPrep™	RNA
cobas® Chlamydia on ThinPrep™	GYN4
cobas® Chlamydia on urine	GYN4U
cobas® Chlamydia on swab	GYN4S
Gold Standard test including, ThinPrep™ smear, cobas® Chlamydia and FREE high risk Subtypes 16 & 18 if HPV positive	GYN5
Gonorrhoea on ThinPrep™	TGON
Gonorrhoea on urine	TGONU
Gonorrhoea on swab	TGONS
SEXUAL HEALTH PROFILE	
Mycoplasma genitalium	MG3
Ureaplasma urealyticum	UG3
Trichomonas vaginalis	TV3
Gardnerella vaginalis	GVP3
Herpes simplex I / II	HS3
Combination: Chlamydia, gonorrhoea, mycoplasma genitalium, ureaplasma urealyticum, trichomonas vaginalis, gardenerella vaginalis, herpes simplex I / II	GYN6

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Diagnostic Cytopathology

The laboratory offers services including non-gynaecological exfoliative cytology and Fine Needle Aspiration cytology. Our experienced team provide evaluation of fluids (e.g. urine, synovium, sputum, CSF), washings and brushings from various sites in the body.

Rapid On Site Cytological Diagnostic Evaluation (ROSE)

Unilabs-IHS is one of the only providers of the 'gold-standard' Consultant Cytopathologist-led service for ad hoc Fine Needle Aspiration (FNA) for the 'one stop' clinic evaluation of superficial, palpable lesions. We support a number of clinics including Breast, Head & Neck and Respiratory Medicine. Referrers commonly request aspirations of breast lumps, enlarged lymph nodes, palpable thyroid nodules and salivary gland masses.

A crucial component for the success of the FNA is to have an experienced Consultant Cytopathologist examine the cellular aspirate on site in the clinic[1]. This practice ensures accurate and consistent results for delivering a preliminary on site diagnosis as well as ensuring that the specimen aspirated is adequate for cytological diagnosis.

Available seven days a week, this is a flexible tailor-made service that is designed around the individual needs of clinicians and their patients. Because a portion of the FNA specimen is analysed at the time of the aspiration, a preliminary impression can usually be provided to both the patient and the referring physician. A final diagnosis is usually available within 24 hours.

[1]As recommended by the British Society for Clinical Cytology code of practice.

Hot FNA

A Consultant Cytopathologist and a technician attend the hospital / clinic to perform and / or assist the consultant user in FNA procedure. Cytopathological analysis is performed immediately and a preliminary result is made available to the consultant and the patient. The specimen is then couriered to Unilabs-IHS laboratory for further analysis and a confirmatory result available within 12-24 hours.

Endobronchial ultrasound-guided FNA (EBUS-FNA)

A Consultant Cytopathologist and a technician attend the hospital / clinic to perform and / or assist the surgeon in an EBUS-FNA procedure. Cytopathological analysis is performed immediately and a preliminary result is made available to the surgeon. A confirmatory report is available within 12-24 hours.

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Endoscopic ultrasound-guided-FNA (EUS-FNA)

A Consultant cytopathologist and a technician attend the hospital / clinic to perform and / or assist the surgeon in an EUS-FNA procedure. Cytopathological analysis is performed immediately and a preliminary result is made available to the surgeon. A confirmatory report is available within 12-24 hours.

To arrange an appointment for any of our FNA services / clinics please contact the cytology department on +44(0)20 7299 4490.

DIAGNOSTIC CYTOLOGY DESCRIPTION	CODE
DIAGNOSTIC CYTOLOGY	
Urine	CYT1
Body fluids and sputum	CYT2
Fine needle aspiration (FNA)	CYT3
Rapid FNA (results within 4 hours of receipt in lab)	RFNA
Hot FNA (pathologist and technician on site)	HFNA
Technician only for Hot FNA	TFNA
FISH on cytology samples	FISHC
UroVysion (FISH for urine)	UROV
Flow cytometry	CYT7
Endobronchial FNA (rapid on site evaluation)	EBUSFNA
Endoscopic FNA (rapid on site evaluation)	EUSFNA
Gene mutation test	EGFR
Gene mutation test	KRAS
Urology marker	UROV
Imprint cytology (One Stop Breast clinic only)	IC
Rapid FNA breast result 1 site (One Stop Breast clinic)	RFNA1
Rapid FNA breast result 2 sites (One Stop Breast clinic)	RFNA2
Rapid FNA breast result 3-4 sites (One Stop Breast clinic)	RFNA3

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terms & conditions of business

Laboratory user guide

Standard Terms of Business

UNILABS LIMITED

THESE TERMS OF BUSINESS APPLY TO ALL CONTRACTS AND AGREEMENTS FOR SERVICES UNDERTAKEN BY UNILABS LTD ON OR AFTER 21ST MAY 2012.

This document outlines the Terms of Business upon which we supply cellular pathology services to you. Please read this document carefully. You should understand that by requesting any of our services, you agree to be bound by these Terms.

INFORMATION ABOUT UNILABS LTD

Unilabs Limited, trading as Independent Histopathology Services, (Company number: 04115820) is registered at 142-144 New Cavendish Street, London W1W 6YF (**"Unilabs-IHS"**).

DEFINITIONS AND INTERPRETATION

For the purpose of this document, the following terms shall have the following meaning:

- **"Agreement"** means the agreement between Unilabs-IHS and the Client for the supply of the Services comprising these terms of business.
- **"Cellular Pathology Services"** means the performance of all aspects of histopathological and cytopathological services for patients and users of the Client. Such services may include frozen sections, special staining, photography, transcription, reporting services and cytology.
- **"Client"** the company, hospital, NHS Trust, organisation, body or representative thereof or any other person who makes a request to Unilabs-IHS for Services.

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- **"HPC"** means Health Professions Council.
- **"Proposal"** the written proposal (if any) prepared by Unilabs-IHS on the basis of its understanding of the Clients request for Services, outlining the Services to be provided by Unilabs-IHS including a quotation in respect of the fees for the Services, submitted by Unilabs-IHS to the Client prior to the Services being undertaken.
- **"Report"** the diagnostic report following review by a histopathologist if applicable to the requested Services.
- **"Services"** means all the work and services including Cellular Pathology Services performed by Unilabs-IHS for the Client pursuant to the Agreement.
- **"Specimen"** means a specimen (including wet tissue, paraffin blocks, aspirates and prepared slides) provided by the Client to Unilabs-IHS for investigation.
- **"TATs"** means turnaround-times.
- **"Tests"** means a laboratory test agreed to be carried out by Unilabs-IHS on a Specimen supplied by the Client.
- **"Working Day"** means any day (excluding Saturdays, Sundays and public holidays) where commercial banks in London are open for normal banking business. Unilabs-IHS laboratory may receive specimens up until midday on Saturdays, however, Saturdays, Sundays and public holidays are not classed as Working Days.

SERVICES TO BE PROVIDED

Unilabs-IHS shall provide its Services to the Client with reasonable skill and care in accordance with its usual quality assurance standards.

Unilabs-IHS will maintain the status of 'accredited' from Clinical Pathology Accreditation (UK) Ltd.

Unilabs-IHS shall be responsible for obtaining and maintaining in force throughout the duration of this Agreement all licenses, consents and approvals of any governmental or quasi-governmental or regulatory authority as may be required in connection with the provision of the Services.

PROFESSIONAL STANDARDS

Unilabs-IHS staff will be registered with the HPC or, if in a laboratory assistant grade, be suitably supervised.

All consultant pathologists will be appropriately registered with the General Medical Council, Royal College of Pathologists and other relevant professional bodies.

KEY PERFORMANCE INDICATORS

The Client acknowledges that, except as expressly outlined in this Agreement, Unilabs-IHS gives no warranties or representations to the Client (whether

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express or implied) in respect of the Services. In particular, whilst every effort is made to achieve the turnaround times quoted by Unilabs-IHS for the provision of Services, no warranty or guarantee is given that such turnaround times will be achieved in any particular instance.

Unilabs-IHS consultant pathologists may deem it necessary for some cases to be referred for additional tests such as special staining, immunohistochemistry or molecular diagnostics. In such circumstances overall turnaround time will extend beyond the quoted turnaround time. In these cases the initial report will be made available to the referring clinician clearly stating that further studies have been requested.

DATA

Unilabs-IHS and the Client in their respective performance of this Agreement will comply with the provisions of the Data Protection Act 1998.

PRICING AND PAYMENT

In the absence of express agreement to the contrary, the Services are supplied by reference to the prices identified in the Proposal prepared and submitted by Unilabs-IHS to the Client in respect of the Services.

Unilabs-IHS will exercise reasonable skill and judgement when providing an estimate or indication of price.

The Client shall recognise that in the healthcare industry coding and pricing of cellular pathology can be subject to a number of factors outside the control of Unilabs-IHS. These factors include, but are not limited to:

- size of surgical margins excised by consultant users
- number of biopsies taken by consultant users
- reflex testing (e.g. special stains) requested by the consultant pathologist

Prices for any new or additional services not within the scope of the Agreement and its Appendices shall be mutually agreed.

ACCOUNTS

Unilabs-IHS will submit accounts to the Client by the second (2nd) Working Day of each calendar month.

Unilabs-IHS payment terms are 30 days from the date of invoice.

Interest may be charged on overdue accounts at the rate of two per cent (2%) above the base interest rate charged by Barclays Bank Plc if payment is not received within 14 days of a written reminder to the Client.

INSURANCE

Unilabs-IHS shall maintain in force public liability, medical malpractice, products and employers' liability insurance providing cover of at least £5 million for any one claim.

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LIABILITY

Neither party shall be liable to the other party for any consequential loss or damage, as a result of any breach of the terms of this Agreement for any loss of anticipated profits, loss of actual profits (direct or indirect), loss of anticipated savings, loss of business, or for any indirect profits, costs or savings, howsoever caused.

Any claim for damages made against Unilabs-IHS, not covered under the terms of the insurance policy as above, shall be limited to the value invoiced for services under the terms of the Agreement by Unilabs-IHS in the preceding 12 months.

Nothing in this Agreement shall in any way exclude or limit either party's liability for death or personal injury caused by that party's negligence, for fraud or fraudulent misrepresentation or deliberate personal repudiatory breaches of this Agreement.

Neither party shall be liable to the other or be deemed to be in breach of the Agreement by reason of any delay in performing, or any failure to perform, any of their respective obligations in relation to the Services, if the delay or failure was due to any cause beyond the defaulting party's reasonable control. Without prejudice to the generality of the foregoing, the following shall be regarded as causes beyond a party's reasonable control:

- act of God, explosion, flood, tempest, fire or accident
- war or threat of war, sabotage, insurrection, civil disturbance or requisition
- acts, restrictions, regulations, bye-laws, prohibitions or measures of any kind on the part of any governmental, parliamentary or local authority import or export regulations or embargoes
- strikes, lock-outs or other industrial actions or trade disputes (whether involving employees of Unilabs-IHS or of a third party)
- difficulties in obtaining raw materials, labour, fuel, parts or machinery
- power failure or breakdown in machinery

SUBCONTRACTING

In some cases, specialist or esoteric tests may be required to support the Services. Unilabs-IHS may sub-contract any one or more tests to be performed to a suitably accredited laboratory.

GOVERNING LAW

This Agreement shall be governed in all respects by English Law and any disputes shall be subject to the exclusive jurisdiction of the English Courts.

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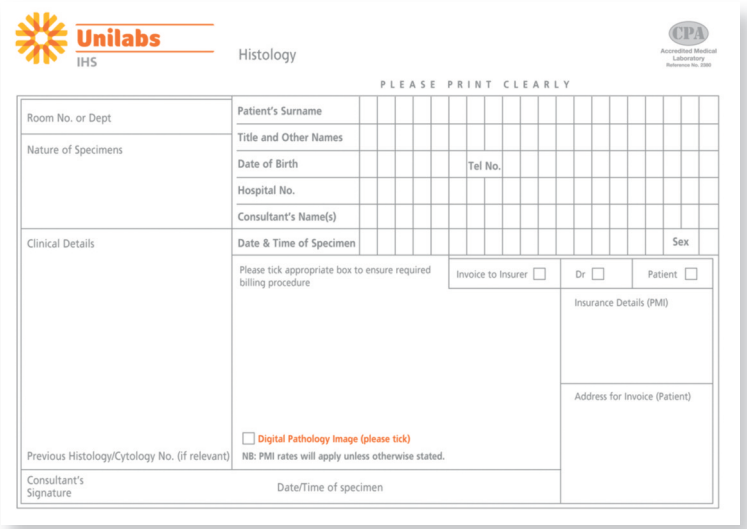

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Histology

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Accredited Medical Laboratory
Reference No. 2380

PLEASE PRINT CLEARLY

Room No. or Dept

Nature of Specimens

Patient's Surname

Title and Other Names

Date of Birth

Tel No.

Hospital No.

Consultant's Name(s)

Clinical Details

Date & Time of Specimen

Sex

Please tick appropriate box to ensure required billing procedure

Invoice to Insurer ☐ Dr ☐ Patient ☐

Insurance Details (PMI)

Address for Invoice (Patient)

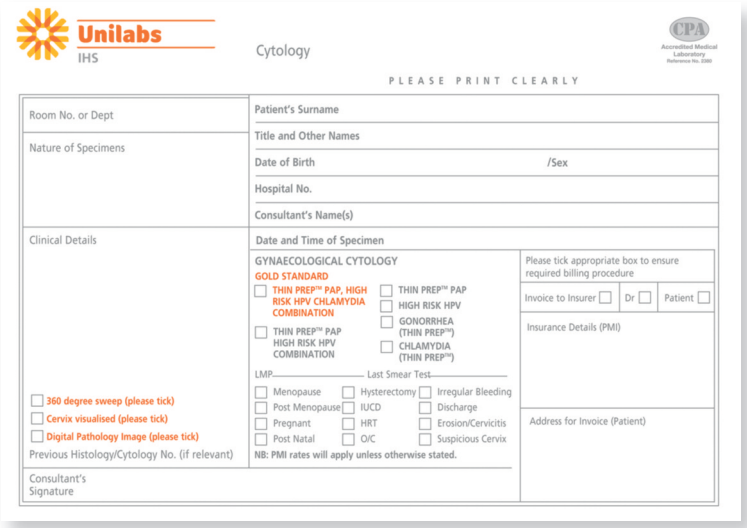
☐ Digital Pathology Image (please tick)

NB: PMI rates will apply unless otherwise stated.

Previous Histology/Cytology No. (if relevant)

Consultant's Signature

Date/Time of specimen



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Cytology

CPA
Accredited Medical Laboratory
Reference No. 2380

PLEASE PRINT CLEARLY

Room No. or Dept

Nature of Specimens

Patient's Surname

Title and Other Names

Date of Birth /Sex

Hospital No.

Consultant's Name(s)

Clinical Details

Date and Time of Specimen

GYNAECOLOGICAL CYTOLOGY

GOLD STANDARD

☐ THIN PREP™ PAP, HIGH RISK HPV CHLAMYDIA COMBINATION

☐ THIN PREP™ PAP HIGH RISK HPV COMBINATION

☐ THIN PREP™ PAP

☐ HIGH RISK HPV

☐ GONORRHEA (THIN PREP™)

☐ CHLAMYDIA (THIN PREP™)

LMP Last Smear Test

☐ Menopause ☐ Hysterectomy ☐ Irregular Bleeding

☐ Post Menopause ☐ IUCD ☐ Discharge

☐ Pregnant ☐ HRT ☐ Erosion/Cervicitis

☐ Post Natal ☐ O/C ☐ Suspicious Cervix

NB: PMI rates will apply unless otherwise stated.

Please tick appropriate box to ensure required billing procedure

Invoice to Insurer ☐ Dr ☐ Patient ☐

Insurance Details (PMI)

Address for Invoice (Patient)

☐ 360 degree sweep (please tick)

☐ Cervix visualised (please tick)

☐ Digital Pathology Image (please tick)

Previous Histology/Cytology No. (if relevant)

Consultant's Signature

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locations

Laboratory user guide

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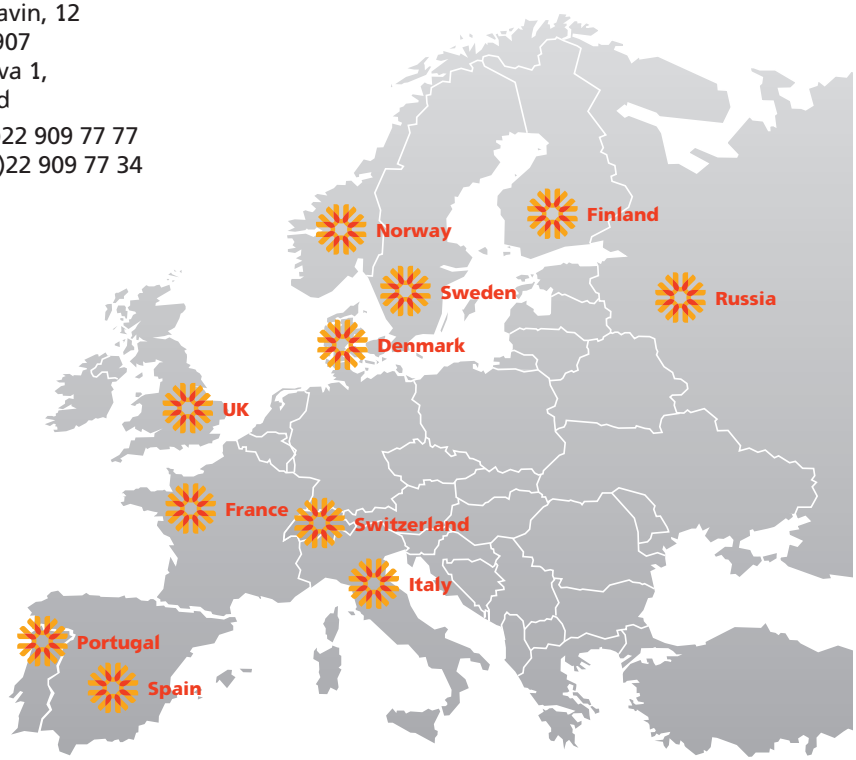

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